



**CITY OF MANITOU SPRINGS
HOUSING ADVISORY BOARD AGENDA
Monday, January 13, 2020, 6:00 pm
Council Chambers**



I. CALL TO ORDER

Chairperson Toll called the meeting to order at 6:00 pm and declared a quorum present. The following Committee members attended:

PRESENT: Coreen Toll, Chair
Alan Delwiche, Member
Dale Latty, Member
Regina DiPadova, Alternate Member

ABSENT: Alea German, Vice Chair (excused)
Alison Gerbig, Member (excused)
Andy Wells, Member (excused)
Bill Kennedy, Member (excused)
Mike Maio, Alternate Member (excused)

STAFF: Karen Berchtold, Staff Liaison
Michelle Anthony, Senior Planner
Aaron Schultz, Project Coordinator

GUESTS: Denise Howell, City Administrator (Left at 6:12pm)
Nancy Fortuin, Council Liaison

Denise Howell, City Administrator, addressed the Board and stated that some changes had been made internally at the City to focus resources, including Michelle Anthony replacing Karen Berchtold as the Liaison for the Housing Advisory Board beginning with the February meeting.

Ms. Howell also noted that the City would also be contracting with a fellow from the military specialized in GIS mapping with a masters in Urban Planning.

Chairperson Toll welcomed Nancy Fortuin, the new Council Liaison.

Chairperson Toll noted the letter to Ms. Howell asking that ADU and PDU ordinances be addressed early in the zoning code update process. Ms. Howell stated that while it was the intent, she could not confirm whether it would be approved. The Board discussed the importance of addressing ADU/PDU ordinances, as well as financial and staff limitations. Ms. Howell confirmed that the scope would include PUD and ADU ordinances.

Chairperson Toll noted that Bill Kennedy had been officially appointed to the Board.

The Board discussed previous Board action items and who would be responsible for those items in Karen's absence. Ms. Berchtold also noted that this would be the final meeting of Aaron Schultz, Project Coordinator.

II. APPROVAL OF MINUTES

1. December 9, 2019 Meeting

The Board discussed several changes.

MOTION:

Member Delwiche moved to approve the December 9, 2019 minutes as amended.

SECOND:

Chairperson Toll seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

The motion carried 2-0. Board member Latty and Alternate Member DiPadova abstained as they were not present at the December 9, 2019 meeting.

2. December 19, 2019 Special Meeting

MOTION:

Chairperson Toll moved to approve the December 19, 2019 minutes as presented.

SECOND:

Member Delwiche seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

The motion carried 2-0. Board member Latty and Alternate Member DiPadova abstained as they were not present at the December 19, 2019 special meeting.

III. PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no Public Comments on Non-Agenda Items to report.

IV. NEW BUSINESS

1. Election of Housing Advisory Board officers

The Commission discussed elections.

MOTION:

Member Latty nominated Chairperson Toll to continue her role as Chair and Vice Chair German to continue her role as Vice Chair.

SECOND:

Member Delwiche seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

The motion carried 4-0.

The Board discussed the need for a secretary. Ms. Anthony stated that the Board could inform members not present by email about the change to the secretary to solicit volunteers. The Board discussed how to fund a staff secretary.

2. Discussion on requesting that Manitou allow Natural Building techniques in upcoming Manitou Springs Code Revision

Chairperson Toll provided a resource to the Board entitled Natural Building Technologies from Dancing Rabbit EcoVillage and inquired whether natural building techniques could be implemented in Manitou Springs.

Ms. Anthony noted that the Regional Building Department was responsible for permitting and enforcing the building code, and allowing certain building types would require approval from Regional Building.

Ms. Anthony stated that she would inquire about natural building techniques from Regional Building and which natural techniques are currently allowed.

V. OLD BUSINESS

1. Manitou Springs Pilot Project with Brothers Redevelopment update

Chairperson Toll presented the postcard mailer design. She stated that the cost of the project was included in the 2019 budget. The Board discussed.

Alternate Member DiPadova inquired about the \$600 administrative fee for Brothers Redevelopment. Chairperson Toll stated that the approval of the fee could be found in the December 9, 2019 minutes.

Chairperson Toll stated that Brothers Redevelopment had asked to hold off on sending out postcards due to a shortage of knowledgeable staff on hand to answer phone requests at the beginning of January. She stated that their staff would also refer potential applicants to additional resources.

Nancy Fortuin, Council Liaison, inquired about how eligibility criteria were determined, who would be receiving mailers, and whether the volume of interested parties would be too great. Councilor Fortuin also inquired about a communications plan.

Chairperson Toll stated that the criteria were determined by Brothers redevelopment, only Manitou residents would receive mailers, and Brothers would refer non-eligible or parties who apply after funding has been exhausted to other resources and would keep a list of interested parties for future follow-up.

The Board discussed whether a communications plan was warranted and was in consensus that it would. The Board discussed whether to specify that only five (5) projects would be completed and there was concern that it would limit results.

The Board was in consensus that an explanation that the project is a pilot and that inquiring could also lead to the applicant being connected with other resources was necessary.

The Board discussed whether historic properties would be eligible. Ms. Anthony stated that interior modifications would not require Historic Preservation Commission approval.

The Board discussed the eligibility of rental units.

Councilor Fortuin congratulated the Board on their progress.

2. ADU/PUD Update

Chairperson Toll referenced the conversation with the City Administrator earlier in the meeting.

Member Latty stated that he would like to see the scope and that the PUD and ADU ordinances would allow the Board to address some of their original goals.

Chairperson Toll inquired whether the scope was public.

Ms. Anthony stated that the grant has not been awarded. She stated that PUD and ADU would still be discrete processes. The Board discussed.

3. 2020 HAB Priorities

Chairperson Toll stated that the HAB priorities had been discussed but no decisions had been made.

The Board discussed stated rental rights legislation and whether it had been publicized. Chairperson Toll stated that she would inquire with the Pikes Peak Bulletin.

The Board discussed rental registration and licensing. Ms. Anthony stated that Manitou historically had licensing as well as a housing inspector on staff.

Ms. Anthony stated that revenue from a fee could address issues of habitability and could also be used to address a variety of community needs. Councilor Fortuin clarified the difference between a fee and a tax.

The Board discussed the difference between licensing and registration and whether residents are being burdened by regulations.

Chairperson Toll stated that the former Planning Director had providing information about licensing and inquired why the previous licensing scheme had been dropped. Ms. Anthony stated that it was an action from an earlier City Council executed without staff input.

The Board was in consensus that licensing would be a priority. Councilor Fortuin inquired about data that would demonstrate or quantify the need.

Chairperson Toll stated that she would like to meet with Ms. Anthony to discuss.

Member Latty suggested a priority item regarding property adjacent to the Cemetery for the construction of Affordable Housing. Chairperson Toll stated that future discussion of the site should be conducted in executive session, but the Board was in consensus that future discussion was warranted.

Chairperson Toll inquired about efforts to improve housing conditions in historic properties and districts. Ms. Anthony stated that some efforts have been made to reduce the cost to rehabilitate. She stated that the Board could meet with the Historic Preservation Commission to discuss opportunities, which meets the first Wednesday of the month.

Chairperson Toll stated that she was working on a home improvement guide to include on the website.

Ms. Anthony stated that it may be prudent to create a plan with dates to spread out the work load.

The Board discussed potential affordable housing opportunities.

The Board discussed the property behind the Manitou Art Center. Ms. Anthony stated that she heard that a utility line at the site would not be removed but that it could be a potential pollinator garden. Chairperson Toll stated that other non-buildable, city-owned properties could be converted to Pollinator Gardens.

The Board discussed point of contact for further conversation about the site. Ms. Anthony stated that she would seek additional information.

Chairperson Toll noted the efforts of the Manitou Springs Pollinator Project.

The Board outlined the 2020 HAB Priorities on which there was consensus, including enacting a rental registration program; defining a minimum standard for housing habitability; working with the Historic Preservation Commission regarding rehabilitation and improved housing conditions in historic properties and districts; examining a potential lot near the Cemetery for the possibility of affordable housing and performing initial engineering work at the site; creating a home improvement guide to include on the website; and staying informed about the upcoming development code updates.

MOTION:

Member Latty moved to approve the 2020 HAB priorities as discussed.

SECOND:

Member Delwiche seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

The motion carried 4-0.

VI. REPORTS

1. City Council Liaison

Councilor Fortuin stated that there was a new City Council, but that the next meeting would include a discussion of the MACH initiative, including what questions would need to be answered prior to implementation.

Councilor Fortuin also noted an upcoming Council retreat. Chairperson Toll asked that Councilor Fortuin inform Council of the Board's intent to consider a rental licensing program.

2. Staff Liaison

Chairperson Toll inquired about the process for setting an agenda for the following meeting.

Ms. Berchtold stated that she would follow up on the manufactured home community and would work to ensure an easy transition to a new staff liaison.

Member Latty provided a recommendation for Rod Stambaugh, a tiny home developer with Sprout Tiny Homes. The Board discussed.

The Board discussed movement on the Cheyenne Village Property and potential investors that would be able to help move the project forward. Chairperson Toll inquired whether nearby property owners should be informed as potential investors.

The Board discussed Kangaroo Kampground as a possible affordable housing opportunity and annexation of the property. Chairperson Toll stated that she left a message for a possible developer of affordable housing.

Chairperson Toll inquired about next steps for Kangaroo Kampground including the suitability of the site.

The Board discussed the property previously utilized by Wildcat Construction that could be available.

Ms. Anthony and Ms. Berchtold discussed the need to create a distribution list for HAB materials, including the addition of the new Council Liaison, Council Fortuin.

3. Board members

Chairperson Toll noted a newsletter sent out by former member Whitney Lewis showing that the median home value in the Pikes Peak Region is highest in Manitou Springs.

VII. ADJOURNMENT

Hearing no further business before the Board, Chairperson Toll adjourned the meeting at 7:42 pm.

Minutes prepared by Aaron Schultz, Project Coordinator